



Request For Proposal

Electric Services – Glittering Nites Event

Summit Corporate Center, Salisbury, NC

1. Background

- a. On August 10, 2009 the Rowan County Commissioners gave approval to proceed with planning a drive-through Christmas light park to Miller Davis (event promoter) and Midwest Display (event producer) to be held November 25, 2009-January 3, 2010 at Summit Corporate Center, Exit off Julian Road in Salisbury, NC. As part of the planning process, the promoter will issue several Request For Proposals (RFPs) for services and equipment necessary to conduct this event.

2. The Event

- a. A one-mile drive through Christmas light display that follows Summit Park Drive off Julian Road in Salisbury, NC.
 - 1. Entrance on Julian Road
 - a. Promotional flyer distributed here
 - 2. At approximately midway through the park there is a speculative building that we intend to use in the following ways:
 - a. Mini-food court
 - b. Porta-potty stop
 - 3. Exit on Old Concord Road
 - a. Admission collected here
 - b. Preliminary pricing:
 - i. \$15 for cars
 - ii. \$35 for vehicles with 8-25 passengers
 - iii. \$90 for vehicles with 26 + passengers
 - 4. Carriage Rides
 - 5. Hay Rides
 - 6. Trolley Rides (originate in downtown Salisbury)
- b. A Christmas Village and Craft Fair
 - 1. Located on the tract located immediately east of IMS property on Summit Park Drive.
 - 2. Featuring an all-seasons ice rink provided by Midwest Displays

3. Facades for Midwest Display merchandise sales and photos with Santa
 4. Craft Fair located in the Fair Grounds main building.
 5. Will feature staffed and un-staffed displays from area businesses and craft vendors.
 6. Will also feature a stage that will be utilized for school and church choir performances throughout the event.
 7. Miller Davis, at its discretion, will also promote and coordinate catered corporate events ranging from wiener roasts to multi-course meals and corporate Christmas parties.
- c. A Family Friendly First Night Event
1. December 31, New Year's Eve Party
 2. Fireworks at Midnight, sponsored by ????

3. Due Date and Delivery

- a. All proposals for electrical services should arrive in a sealed envelope, no later than 5:00 p.m., August 31, 2009.
- b. Each proposal should be addressed in the following manner:

Attn: Randall Barger
Miller Davis, Inc.
118 N. Main Street
Salisbury, NC 28144

In large printed letters in the upper left hand corner of the envelope hand write or type the words: **Electrical Services**

4. Site Visit

- a. A site visit is highly recommended and can be arranged by contacting Randall Barger at randallb@millerdavisagency.com or 704-314-4711.

5. The RFP Process

- a. To be fair and grant all interested parties an equal opportunity to bid on products and services associated with this event, the promoter and producer have instituted an RFP process:
 - i. All bids should be submitted in a sealed envelope and must be received by the published date of opening.
 - ii. All bids will be stamped with the date and time that they are received at Miller Davis.
 - iii. A representative of the Rowan County Economic Development Commission or the Rowan County Tourism Development Authority will be present at the time of proposal opening. This representative will sign the sealed envelope across the seam prior to opening.

- iv. The decision to award the contract will not necessarily be based just on price. Experience in providing similar products or services for similar events will be a major consideration.
- v. The decision to award this contract is that of representatives of Miller Davis and Midwest Display Inc. (private companies). While county officials may be consulted and the work will occur on Rowan County property, Rowan County is not the solicitor for this project.

6. Scope of Work: Electrical Services

a. Description

The promoter and producer of Glittering Nites of Salisbury-Rowan at Summit Corporate Center is looking for a provider of portable or temporary power and wiring to operate a drive-through Christmas light park that will consist of 133 displays and a Holiday Village. Power equipment for each display must be in place no later than Friday, November 20, 2009 and remain in place through January 3, 2009. Included in your proposal will be a plan and proposed time frame for responding to any electrical outage issues related to the equipment that your firm installs.

If you intend to utilize fuel powered generators, please estimate cost of fuel for the park's operating hours (approximately 156 hours). Also the County may require that your plan be stamped by an electrical engineer, please provide a separate line item in your cost proposal for this service.

Please provide separate estimates for providing electrical services for each of the following:

Holiday Village and Skating Rink

- 3-phase 480/400 amps or 3 phase 208v/800 amps. Must be land power.
- 100 amps for Santa's Village building

133 Displays

- Your proposal should calculate the number of generators or other power sources necessary to power each of the displays listed on the attached map and numbered list.

7. Your Proposal

- a. Your proposal should contain each of the following sections:
 - i. Contact Information, including name, address, telephone and e-mail.
 - ii. Experience with similar events
 - iii. At least 3 customer references
 - iv. Date that you would need to begin installation
 - v. Not to exceed cost proposal as outlined above in the Scope of Work.